

**State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920**

**Division of
Design Professionals BOARD OF EXAMINATION AND
REGISTRATION OF ARCHITECTS
MEETING MINUTES**

DATE: September 15, 2014

**PLACE: Department of Business Regulation (DBR)
1511 Pontiac Avenue, Bldg 68-1 Conference Room
Cranston, RI 02920**

MEMBERS PRESENT: Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman, Member Thomas D. Lonardo

MEMBERS ABSENT: David L. DeQuattro

OTHERS PRESENT: Jenna Algee, Esq., DBR Legal Counsel (Present via telephone from 1:15 p.m. – 2:19 p.m.)

Dawne Broadfield, Board Executive

CALLED TO ORDER: Chair Ladds called the meeting to order at 1:14 p.m.

A. MINUTES OF THE MEETING OF THE BOARD

(1) Vice-Chair Grosvenor moved to approve the open meeting minutes of July 21, 2014 as published. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(2) Vice-Chair Grosvenor moved to approve and seal the executive session meeting minutes of the July 21, 2014 as published. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote

B. EXECUTIVE SESSION

(1) Vice-Chair Grosvenor moved to convene into executive session at 1:15 p.m. pursuant to RI General Laws §42-46-5 (a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(2) Member Lonardo moved to adjourn from executive session and to reconvene to an open meeting at 1:48 p.m. pursuant to R.I.G.L. §42-46-4. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(3) Member Lonardo moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

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(4) Member Lonardo moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4 as follows:

Record of Votes Taken in Executive Session:

Executive Session Item B (1) (A) – One (1) anonymous complaint

practicing without a Certificate of Authorization

Vice-Chair Grosvenor moved to close and send a letter to the individual that the Board appreciates him making the requested changes to his website. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Executive Session Item B (1) (B) – One (1) registrant not responding to the Continuing Education Audit

Vice-Chair Grosvenor moved to write a letter to the individual stating that although the Board appreciates his updates, the Board finds that he is still not in compliance with the Health, Safety and Welfare (HSW) requirements of 16 units for the calendar years of 2012 and 2013. Therefore, the Board will give him an additional 30 days from the date of the letter to comply, otherwise, the Board will have to take action. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Executive Session Item B (1) (C) – One (1) anonymous complaint practicing without a Certificate of Authorization

Vice-Chair Grosvenor moved to continue this particular matter for the

next meeting that will be held in November. Secretary Prengaman seconded. Discussion occurred. Vice-Chair Grosvenor amended the motion that a subsequent letter be sent to the same address with the corrective language for a response within thirty (30) days from receipt of the letter and sent by certified mail. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Executive Session Item B (1) (D) – One (1) registrant practicing without a current license – licensed expired 12/31/2013

Vice-Chair Grosvenor moved to continue this particular matter and to resend the correspondence sent out July 2014 via certified mail. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Executive Session Item B (1) (E) – One (1) anonymous complaint practicing without a Certificate of Authorization

Vice-Chair Grosvenor moved to continue the item until the Board can review it in November. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary

David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Executive Session Item B (2) (F) – One (1) complaint regarding architectural services performed by someone who is not a Registered Architect

Secretary Prengaman moved to send a letter to the complainants asking if they have any evidence that this individual represented himself as an Architect in Rhode Island and that without such evidence this matter would not fall under the Board's jurisdiction. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote. All motions were passed unanimously.

C. OLD BUSINESS

(1) Rules and Regulations – Effective September 2, 2014

The Rules and Regulations went into effect on September 2, 2014. Therefore, this matter is closed.

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(2) Continuing Education (CE) Audit – Requested Clarification as to whether or not the Board can fine for non-compliance of Continuing Education

The Board asked Attorney Algee for clarification on its ability to fine should the Board want to take disciplinary action in the future. Attorney Algee told the Board that they can fine up to \$1,000 per violation for continuing education violations under Rhode Island General Laws, Section 5-1-13. This can be done either through a Consent Agreement between the registrant and the Board, or through a Hearing in which an “Order to Show Cause” would be issued with approval by the DBR Director. This matter is closed.

(3) Setting Board Policies – Processing Certificates of Authorization (COA)

After discussion, it was determined that there is no longer a need to discuss setting policies.

(4) Architect Renewals due December 31, 2013 – Question on sending out renewal reminder notice.

The Board suggested that a memo be sent to Brian Riggs, Supervisor of the Division of Design Professionals, asking that he bring a matter

of the Board's concern to the DBR Director. The Board's concern is that on several occasions Board members have received complaints and correspondence specifically talking about the fact that the Board no longer sends out renewal notices and that it has caused some registrants to miss the renewal deadline. During past renewal periods, approximately 140 – 150 registrants do not renew. At the close of this renewal period ending December 31, 2013, there were 257 registrants that did not renew. Approximately 100 registrants above the normal amount have not renewed, which would have collected a \$120 renewal fee. Perhaps a good number of registrants did not renew because these notices did not get out. The Board thinks that this is in error and recommends sending out postal renewal notices.

Vice-Chair Grosvenor moved to send the memo to Brian Riggs, Supervisor of the Division of Design Professionals. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

D. NEW BUSINESS

(1) Question received regarding listing a subordinate architect firm on documents – Response required

Secretary Prengaman moved that the Board respond to this question by saying that the Board has no objection to the listing of a subordinate architectural firm on a set of drawings as long as it is clear that there is only one (1) architect in responsible charge of the project (i.e. only one (1) architectural stamp on the set of drawings). Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(2) Julia Brook Hustwit – E-mail received – Open Letter on Architect Education Requirements

Secretary Prengaman moved that the Board not respond to this open letter given that it is a form letter sent to many addressees. Vice-Chair Grosvenor seconded. Discussion occurred. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(3) Jo Ann Bentley, RI Architect #3229 – Continuing Education Audit Received

Secretary Prengaman moved to send her a letter that she is short nine (9) credits, one (1) of which is required to be Health, Safety and Welfare (HSW). The Board will grant her thirty (30) days to comply

with that requirement. In lieu of receiving proof that those credits are completed, the Board will take further action. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(4) Stephen Tise, RI Architect #2033 – No response to Continuing Education Audit

Secretary Prengaman moved to send him the same letter that the Board sent in the original notification but it be updated with a new date that is thirty (30) days from the date the letter gets sent and that the Board send the letter via certified mail. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

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(5) Lamar A. Johnson, RI Architect #3113 – No response to Continuing Education Audit

Vice-Chair Grosvenor moved to remove Item #D5 that had been closed during the previous Board meeting. Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent.

Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

(6) Any other new business to come before the Board.

• Rules and Regulations Effective 09/02/2014 Outreach

Mrs. Broadfield will prepare a notice that can be posted on the Board's website and be e-mailed to the registrants explaining the Rules and Regulations changes. The Board will also ask the American Institute of Architects/RI Chapter (AIA/ri) if they would be willing to post the notice on their website and maybe reach out to their membership.

E. National Council of Architectural Registration Boards (NCARB) Information and Updates)-(Review/Take Action)

(1) NCARB Announcements, Publications, etc. – No comments on the standard publications.

(2) NCARB at the American Institute of Architects (AIA) New England Conference – Saturday, September 27, 2014 – Biltmore Hotel, Providence RI – Then will make presentations at Roger Williams University and the Rhode Island School of Design (RISD) – Will any Board members be attending to answer questions or will be making any presentations?

The NCARB Outreach Manager contacted the Board inviting the Board to attend the AIA New England Conference. Vice-Chair

Grosvenor will be attending.

(3) NECARB 2014 Fall Meeting – Norwich, VT

- **Attending – Chair Ladds, Vice-Chair Grosvenor, Secretary Prengaman and MBE Broadfield will be attending.**
- **State Report - MBE. Broadfield will work with Chair Ladds to prepare the State Report.**

(4) NCARB Member Board Chairs/Member Board Executives Conference – October 31 – November 1, 2014 – Indianapolis, IN

NCARB holds a conference every two (2) years for which it invites the Chair and Executive from each of the 54 jurisdictions. The agenda will touch on the proposed changes to the Intern Development Program (IDP) and discussion on obtaining a license upon graduation. Chair Ladds cannot attend due to a scheduling conflict. Therefore, Vice-Chair Grosvenor will be attending.

(5) NCARB Data Sharing Initiative

Secretary Prengaman questioned if the information that he received that NCARB is working with the State Information Technology Department (DoIT) was accurate. Mrs. Broadfield confirmed that the information is accurate and that this is now able to be done because of the new e-licensing system. Therefore, the project is moving forward.

(6) NCARB – Report listing the Exam Candidates

NCARB was going to send a report to each Board listing the

candidates whose exams are no longer valid if they took the exam sections and passed prior to 2006 but have not passed the entire exam yet. The list would contain the individuals in that category. When received, the list will be sent to the Board members.

F. APPLICATIONS

(1) REGISTRATION(S) Processed by the Board Executive administratively, See attached list dated September 15, 2014

The Board reviewed and noted the application actions processed by the Board Executive on the September 15, 2014 list attached

(2) REGISTRATION REINSTATEMENT REQUESTS FROM INDIVIDUALS REQUESTING REINSTATEMENT OF HIS/HER RHODE ISLAND REGISTRATION FOR BOARD ACTION

Vice-Chair Grosvenor moved to accept the explanation as to why he answered “no” to the question on the application as to whether or not he was previously registered in Rhode Island and approved the reinstatement application for Richard Hrycaj, (3793). Secretary Prengaman seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

G. APPLICATIONS

**(1) CERTIFICATES OF AUTHORIZATION (COA) APPLICATIONS
Processed by the Board Executive Administratively, See Attached
List dated September 15, 2014**

The Board reviewed and noted the Certificates of Authorization applications processed by the Board Executive administratively on the September 15, 2014 list attached.

Secretary Prengaman moved to have Attorney Algee send the explanation memo and that the Certificate of Authorization for Cardozo Architects, Inc. DBA Russell W. Cardozo be implemented with the conditions as noted in the Attorney Algee's memo. Vice-Chair Grosvenor seconded. Discussion occurred. Attorney Algee will add to the memo that his communication to Rhode Island customers via website also cannot be in the plural "Architects." Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

**(2) Question from Attorney Deb Foppert regarding the formation of a
Limited Liability Company (LLC)**

Attorney Algee explained that a LLC can be a member as long as the LLC does not count towards the 2/3rds-1/3rd of people to fill the roles of Architects and/or Engineers.

Secretary Prengaman moved to send the letter to Attorney Foppert as

written. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

G. ADJOURNMENT

Chair Ladds announced that the next Board meeting is scheduled for Monday, November 17, 2014, at 1:00 p.m. at the DBR, John O. Pastore Center, 1511 Pontiac Avenue, Conference Room 68-1, Cranston, RI 02920. Secretary Prengaman moved to adjourn the meeting at 3:30 p.m. Vice-Chair Grosvenor seconded. Motion passed, 4-0, four (4) in favor, one (1) absent. Voting in favor were Chair Christian J. Ladds, Vice-Chair John K. Grosvenor, Secretary David R. Prengaman and Member Thomas D. Lonardo. Member David L. DeQuattro was absent from this vote.

Respectfully submitted,

**David R. Prengaman, AIA, NCARB
Secretary**

DRP/dmb

- **Posted on November 18, 2014 electronically on Secretary of State's Office website. Pursuant to the Open Meetings Law, R.I. Gen. Laws Sec. 42-46-6(b), business not included in this notice may be considered with the consent of the majority of the members, and/or may convene into Executive (closed) Session pursuant to R.I. Gen. Laws Sec. 42-46-5.**

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CERTIFICATE OF AUTHORIZATION (COA) APPLICATIONS

ALL COA APPLICATIONS BELOW WERE PROCESSED

ADMINISTRATIVELY BY THE BOARD EXECUTIVE.

SEPTEMBER 15, 2014

SOLE PROPRIETORSHIPS

NORMAN L. HERMAN - 0 - CO SO NOTED – 09/15/14

GERALD P. NOE - 0 - SC SO NOTED – 09/15/14

**ASHLEY ELIZABETH SPARKS, ARCHITECT - 0 - RI SO NOTED –
09/15/4**

LIMITED LIABILITY COMPANY

STUDIO 401 ARCHITECTURE, LLC - 0 - RI SO NOTED – 09/15/14

PARTNERSHIP

KIERANTIMBERLAKE - 0 - PA SO NOTED – 09/15/14

CORPORATIONS

(BOARD EXECUTIVE PROCESSED ADMINISTRATIVELY AND ISSUED “CONDITIONAL APPROVAL” – PENDING A CERTIFICATE OF GOOD STANDING FROM THE RHODE ISLAND SECRETARY OF STATE’S OFFICE FOR THE INTIIAL APPLICATION AND ISSUED APPROVAL LETTERS FOR THE AMENDED APPLICATIONS.

AAD:FITCH ARCHITECTURE PLLC dba

AAD:FITCH Arch. LLC - 0 - AZ SO NOTED – 09/15/14

#ALLC100 – Change in Business Structure

Added: H. Henry Hirsch as Member

CANNON BOSTON, INC. d/b/a CANNON DESIGN - 0 - NY SO NOTED – 09/15/14

#A-14254 – Change in Responsible Control

Removed: Andre Aoun (3058)

Added: Lynne Deninger (3888)

CARDOZO ARCHITECTS INC. DBA APPROVED WITH THE

CONDITIONS

**RUSSELL W. CARDOZO - 0 - MD SPECIFIED IN ATTORNEY
ALGEES' MEMO -**

(See E-mail Train Attached) 09/15/14

Request for Legal Services was provided to Legal

CDM ARCHITECTS INC. - 0 - MA SO NOTED – 09/15/14

#A-14298 – Change in Responsible Control

Removed: Eduardo Galindo (2992)

Added: Timothy King (3929)

DAVID SISSON ARCHITECTURE PC - 0 - RI SO NOTED – 09/15/14

DESIGN AND ENGINEERING, INC. - 0 - TN SO NOTED – 09/15/14

HKS, INC. - 0 - TX SO NOTED - 09/15/14

NK ARCHITECTS - 0 - NJ SO NOTED – 09/15/14

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APPLICATIONS

Board Meeting of SEPTEMBER15, 2014

**ALL APPLICATIONS FOR REGISTRATIONS BELOW WERE
PROCESSED AND ISSUED REGISTRATIONS ADMINISTRATIVELY BY
THE BOARD EXECUTIVE**

RECIPROCITY APPLICATIONS

**DAVID M. COLLINS D. MICHAEL COLLINS ARCHITCTS MA SO
NOTED-09/15/14**

**BRIAN VICTOR ENGLE LINGLE DESIGN GROUP, INCL IL SO
NOTED-09/15/14**

CAROL F. GILLIS HARRIMAN ME SO NOTED-09/15/14

NORMAN L. HERMAN SELF CO SO NOTED-09/15/14

DANIEL J. TOPPING NK ARCHITECTS NJ SO NOTED-09/15/14

**MATTHEW D. WITTMER PHASE ZERO DESIGN INC. CT SO
NOTED-09/15/14**

INITIAL BY EXAMINATION APPLICATION

ERIC BLAKE JACKSON TSOI/KOBUS & ASSOC MA SO
NOTED-09/15/14
(LAST KNOWN)

RECIPROCITY (REINSTATEMENT) APPLICATIONS

JERRELL ANGELL (1582) TRO JUNG BRANNEN MA SO
NOTED-09/15/14

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